



Council Report

Report Number HH2020-005

Meeting Date: December 15, 2020
Title: Affordable Housing Target Program Policy Amendments
Author and Title: Hope Lee, Manager, Human Services (Housing)

Recommendation(s):

That Report HH2020-005, **Affordable Housing Target Program Policy Amendments**, be received; and

That the policy entitled CP 2019-004 Affordable Housing Incentives, attached as Appendix A to Report HH2020-005, be adopted and numbered for inclusion in the City's Policy Manual, replacing all predecessor versions.

Department Head: _____

Financial/Legal/HR/Other: _____

Chief Administrative Officer: _____

Background:

The Affordable Housing Incentives Policy, CP201-004, was approved by Council on November 19, 2019. The existing policy requires some amendments to clarify how incentives are provided and to revise the process.

This report addresses the required amendments to this policy.

Rationale:

The method of providing the incentives has been updated (for example a fee can be waived). It also identifies a reserve for Development Charge exemptions. The Development Charges Act requires the City to replenish the Development Charge reserve from non-Development Charge sources (e.g. tax levy, reserves etc.) for the resulting foregone revenue.

The other amendments pertain to the Affordable Housing Target Program (AHTP) process. As we work through the first intake of the AHTP we have identified some changes that would benefit the program.

Currently the program is anticipated to run at least once annually, starting with information sessions, then a period of pre submission. Following pre submission meetings are held with those proponents to complete a full application. The application period has a start and end date. Following the end date, no other applications can be received. This also starts the technical review, followed by the Steering Committee meeting to review and recommend and then the council reports to approve the Steering Committee recommendations.

Staff believe that limiting this to an annual process will not allow the City to deal with certain situations which are outlined below:

- The development and proponent can contribute to the targets, has missed the annual process; however, waiting for the next annual intake will not line up with the development timelines or the occupancy of the building.
- At the time of annual intake, not all information is available to assess and recommend the project; however, the information would be known prior to the next intake.
- New funding becomes available through the Service Manager or a proponent is able to access land or access funding through another source; however needs a decision on municipal incentives in order to qualify for the funding.

Due to these situations it is recommended that the program be amended as follows:

1. Human Services would record information sessions and have them available year round, ensuring they were updated as any program information changes
2. The pre submission process (Expression of Interest) would be open year round. On a regular basis the coordinator would review submissions received. If submissions were received from proponents with time sensitive approvals required, these submissions would be addressed (work toward full application and review by technical team)
3. Steering Committee meetings would be setup on a quarterly basis however would only proceed if there were applications to consider.

Should Council approve the recommended amendments to the Policy, then staff will update associated Management Directive(s) accordingly.

Other Alternatives Considered:

None.

Alignment to Strategic Priorities

This report aligns to the Exceptional Quality of Life strategic priority. It contributes directly to the goal of:

- Continuing to encourage mixed development, with a focus on affordable, attainable and purpose built housing.

Financial/Operation Impacts:

While this policy identifies certain municipal incentives available to proponents developing affordable housing, they would be approved by council based on specific applications.

Consultations:

None.

Attachments:

Appendix A Policy CP2019-004 Affordable Housing Incentives, inclusive
of proposed amendments in tracked changes



CP2019-004
Affordable Housing In

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